

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)				
FROM:		EXTENSION	NO.	
William F. Donnelly Deputy Director for Administration			DDA 87-1131	
TO: (Officer designation, room number, and building)		DATE	DATE	
		RECEIVED	FORWARDED	OFFICER'S INITIALS
1. Director of Central Intelligence				
2.				
3.				
4.				
5.				
6. DDA				
7.				
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15.				

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

Judge:

At our meeting on 28 May 1987 you asked how our four directorates broke down as to numbers of clericals, officers, etc. This data is enclosed by directorate and career service as of 23 May 1987. (The career service breakdown reflects the fact that some employees are assigned to or are on career development assignments in other directorates. Thus, the DA has [ ] working within the DA, but actually has [ ] when those assigned outside the DA are counted.)

Also enclosed is data about the number of career services in each directorate. The DO has a single career service. The DA has [ ]--personnel specialists, logistical specialists, communications specialists, etc. The other directorates are similar.

/s/ Bill [ ]  
William F. Donnelly

ORIG:DDA:WFDonnelly:bs: [ ]

Distribution:

Orig - Addressee, w/att  
1 - DDCI, w/att  
1 - DDA Subj, w/att  
1 - DDA Chrono, w/att  
1 - WFD Chrono, w/att

**SECRET**

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## **CLERICAL POSITIONS**

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**Staff, contract, and military positions performing work which is supportive to an office or organization such as maintaining records, preparing or verifying documents, compiling data, and providing information on an organization's activities. Such work requires application of regulations, procedures, and precedents typically acquired through a high school education supplemented by on-the-job training and experience.**

## **OFFICER POSITIONS**

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**Staff, contract, and military positions performing work which is creative, analytical, evaluative, and interpretive in nature. Requires application of knowledge of concepts, theories, and principles of a recognized profession which is typically acquired through completion of a course of study leading to a baccalaureate degree, but also acquired through on-the-job training and experience.**

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## **TECHNICAL POSITIONS**

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**Staff, contract, and military positions performing work which is supportive to professional work. Such work requires application of methods, techniques, policies, regulations, procedures, and precedents which are based on the concepts, theories, and principles of a recognized profession.**

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## **WAGE ADMINISTRATION POSITIONS**

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**Staff and contract positions, the pay rates for which are established on an hourly basis rather than a per annum basis. Such positions normally require a high degree of manual skill and dexterity and/or physical effort.**

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